



# Thornton in Craven Community Primary and Nursery School

Cam Lane, Thornton in Craven, North Yorkshire, BD23 3SX



## Before and After School Club Terms and Conditions

Below are Thornton in Craven Community Primary School's Clubs Terms & Conditions. You will be bound by these throughout your time with Thornton in Craven Before and After School Clubs. These are subject to change and we reserve the right to amend these at any time. Please ensure you have read all points listed:

### Opening Hours

**Breakfast Club** is open 8am to 8.50am.

- Children wanting breakfast should be in Breakfast club by **8.25am**.

**After School Club** is open from 3.30pm to 5.30pm. There are two sessions available 3.30pm – 4.30pm and 4.30pm – 5.30pm

- After School Club closes at 5.30pm. Collection after these times will occur an additional charge (see below). We understand there may be circumstances outside of your control but please ensure you have contacted us and where possible, made alternative arrangements to avoid the late collection.

### Codes of Practice

- Please ensure you are collecting your child/children by 5.30pm. Collection after this time means two members of staff must remain on the premises and therefore costs are incurred, and you will be charged.
- Please inform us if someone else is collecting your child. If you do not let us know you will be contacted before we allow this person to collect your child. If we are unable to contact you, we will not allow your child to leave with this person.

### Fees

- If your child attends a non-chargeable extracurricular club e.g. art club, board games club and then they are attending after school club from 4.30pm to 5.30pm you will be asked to pay for both after school club sessions. This is because we need to have the staff on site for the second session.
- All bookings must be made through iPal. Please contact the school to book your child into club if the window to book them in has passed.
- Late collection of your child/ren (after 5.30pm) will incur a **£10.00 charge for every 15 minutes**. This will be charged automatically on iPal. For safeguarding we need to have two adults waiting with your child/ren. Our After School Club employees are paid until 5.30pm.
- Your child will be signed in and out every day and the time will be noted on the iPal system.
- All absences are charged at full price.

### Arrears and Debt Recovery

- If you are struggling to make payment, please contact us to discuss it in the first instance.
- We will work with you to agree a repayment plan.
- We reserve the right to refuse allocation to breakfast or after school club where debts are not paid.

### Sickness

- In an emergency we need to contact you quickly. It is therefore VITAL that you update any changes of contact details with us.
- Unwell children cannot be left at out of school clubs and although this may not be convenient, parents must leave work or nominate somebody to collect the child if we request this.

### Personal Property

- We cannot accept responsibility for lost or broken items and staff may not always have time to look for these items.
- No toys should be brought into the out of school clubs.
- Everything you bring into clubs must be clearly labelled with your child's full name.
- When the weather permits, children will be taken outside and therefore you should supply suitable clothing i.e. coat and sunhat.

**For safety reasons parents are asked not to block/park in front of the school gates when collecting children from club.**